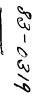
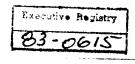
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## EXECUTIVE OFFICE OF THE PRESIDENT OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503



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JAN 2 6 1983

MEMORANDUM FOR THE HEADS OF SELECTED DEPARTMENTS AND AGENCIES

FROM:

JOSEPH R. WRIGHT, JR.

DEPUTY DIRECTOR

SUBJECT:

Review of Executive Franch Printing Requirements

On April 20, 1981, the President issued a directive to eliminate wasteful spending on government periodicals and pamphlets. Pursuant to that directive, the Executive branch agencies have identified 2,000 publications, which will be discontinued, and 2,300 publications, for which the frequency of publication, the exact number of issues, the size of the publication, etc., will be reduced.

It is evident that the above actions have reduced the need for printing capacity within the Federal Government. We would prefer to avoid mandating an across the board reduction in printing operations. Accordingly, we have prepared the attached questionnaire to obtain a better understanding of printing, binding, and duplicating operations in the government. The questionnaire has been designed with the assistance of technical personnel provided to OMB by Public Printer Danford L. Sawyer, Jr., and GPO will be helping us analyze the responses.

Would you please have the management of each printing or duplicating facility under your jurisdiction complete the attached survey forms for the time periods specified, providing all supplemental documents as required? In completing the questionnaire, the requirement for printing capacity should be tightly estimated based on program levels identified in the 1984 budget. Also, the projection of printing needs should emphasize the use of procurement of commercial printing wherever possible.

The completed form should be summarized into an agency report and submitted through your agency budget office to the Office of Management and Budget, attention: Management Improvement and Evaluation Division, 10208 New Executive Office Building, Washington, D.C. 20503, by March 31, 1983.

Ouestions concerning completion of the questionnaire may be directed to Bill McQuaid, OMB, (202) 395-5653, or to Walter Feierstein, Superintendant, Regional Printing Procurement Division, Government Printing Office, Washington, D.C. 20401, (202) 275-2920.

Thank you for your continuing cooperation with the publications review project, and this follow-up review of printing and duplicating capacity.

Attachment

cc: Honorable Danford L. Sawyer, Jr. Public Printer

